



## STATE OFFICE BUILDING CONFERENCE ROOM B110

Capacity: 48

Seated: 30

NAME:

CONTACT PHONE:

EVENT DATE:

SET-UP TIME:

START TIME AND DURATION OF  
EVENT:

To complete this form electronically, please save it to your computer before filling it out. Please clearly note preferred set-up configuration on the diagram.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged. Additional fees may apply if room set-up is altered from agreement.

### Provided in Room:

48 Chairs

5 Tables

1 Small Projector Table

Whiteboard

Please note additional equipment needed (chairs, tables, garbage cans, podium and mic, etc):

Please submit completed diagram attn: Capitol Scheduling  
(fax) 801.538.3221 or  
capitalscheduling@utah.gov

